

# Request for Statements of Qualifications

Cumberland Park - Indoor Recreation  
and Aquatics Center  
Architecture and Engineering Services



CITY OF  

---

WEST LAFAYETTE

## REDEVELOPMENT COMMISSION

Release Date: July 18, 2018

Deadline for Questions: August 3, 2018– 4:30 p.m. (EDT)

***Questions must be emailed to***

***ecarlson@westlafayette.in.gov***

***Subject Line: "Rec Center Architect Q&A"***

Deadline for Proposals: August 15, 2018 – 8:30 a.m. (EDT)

Notification of Award: September 19, 2018

### Contact:

Erik A. Carlson  
Director of Development,  
City of West Lafayette  
[ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov)

Contents

Background ..... 1

Project Summary..... 1

Services Requested ..... 3

    Schematic Design Services: ..... 3

    Construction Documents Phase Services..... 3

    Bidding Phase Services..... 3

    Construction Administration Services..... 4

Submittal Requirements ..... 5

Additional Notes and Requirements..... 7

Questions and Clarifications ..... 8

City of West Lafayette Provisions Required in All Contracts ..... 9

    Prevailing Party – Attorney Fees..... 9

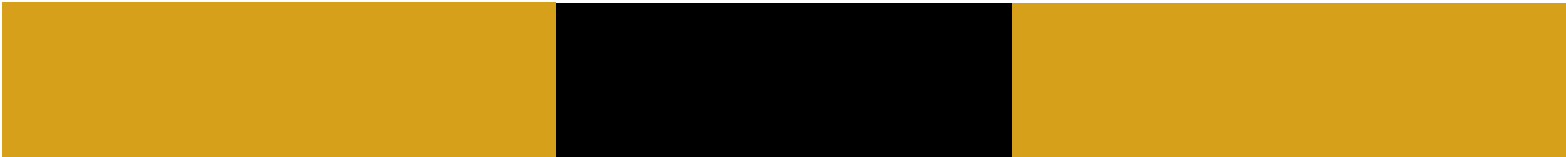
    Engaging in Activities with Iran..... 9

    E-Verify..... 9

    Non-Discrimination ..... 10

    Americans with Disabilities Act Requirements ..... 10

    CITY OF WEST LAFAYETTE NON-COLLUSION AFFIRMATION..... 12



## Invitation

Qualified firms are invited to submit a Statement of Qualifications for the completion of Architecture/Engineering services for the West Lafayette Cumberland Park Recreation and Aquatic Center project. A summary of the projects, services requested, submission requirements and selection process are included herein.

## Background

Between 2016 and 2017, the City of West Lafayette's Parks and Recreation Department completed a year long process to draft an updated five-year Parks and Recreation System Master Plan. This plan set out a number of priorities for the next half decade to continue the Department's history of excellent service to our community. The top priority resulting from the study is for the City of West Lafayette to construct an indoor recreation and aquatics center for use by the community. A copy of this plan is available on the City's website at [http://www.westlafayette.in.gov/egov/documents/1494356053\\_63074.pdf](http://www.westlafayette.in.gov/egov/documents/1494356053_63074.pdf)

In the fall of 2017, the City commissioned a Viability Study for the facility. Led by the firm Perkins+Will, the plan recommended the "Planning Scenario 3: Community Center with Hybrid Pool" option. This alternative includes a two-story, 64,500 square foot facility with an estimated total project cost of \$29-31 million. A copy of this plan is available on the City's website at [http://www.westlafayette.in.gov/egov/documents/1529436210\\_09287.pdf](http://www.westlafayette.in.gov/egov/documents/1529436210_09287.pdf).

The City has accepted these recommendations and is now moving forward to implement this plan. As the first action in planning for the renovation, the City has issued separate requests for services needed to plan, build and oversee the project. These include: (1) Architecture/Engineering Services (2) Construction Manager as Constructor (CMc) services, and (3) Owner's Representative services.

## Project Summary

The proposed project includes the construction of a new Indoor Recreation and Aquatics Center at Cumberland Park. A summary of key aspects of the proposed project follow.

**Site:** Cumberland Park is a 62-acre community Park located southwest of the intersection of N. Salisbury Street and Kalberer Road. It is home to Arni Cohen Memorial fields, basketball courts, picnic shelters, recreation sports fields, the Community Gardens, the existing Parks and Recreation Department office and maintenance building, an outdoor playground, trails, the West Lafayette Farmer's Market and access to Michaud-Sinninger Nature Preserve. It is proposed that the Center be constructed at the western portion of the site per Site Planning Scenario 2 shown on page 75 of the Viability Study. This option would preserve open space, make trail connections, maintain three recreation fields, expand Parking and avoid a regulated drain. It would also require relocating the community gardens and the Park Department's storage building (Parks' administrative offices will be located in the new City Hall).

**Park Trail:** Project will include a trail connecting this facility to the new West Lafayette City Hall. This route will follow Salisbury and Grant Streets and will consist of existing and new sidewalks/trails. A route for the trail is included on page 71 of the Viability Study.

**Building:** The proposed facility is a 2-story, 64,500 square foot recreation center. It would include a hybrid leisure and 4-lane lap pool, 3-court gymnasium and running track, 2 group fitness studios, a large fitness center and community meeting/activity space. Preliminary floor plans are included in the

Viability Study (Planning Scenario 3, page 87), however these are preliminary and subject to change/validation during the design phase of the project. The City's goal is to make this a green/sustainable facility. Specific goals and objectives for the level of green and sustainable design will be determined early in the design phase.

Temporary Accommodations: The Parks' building (and site) will be vacated by January 2019. The City has secured temporary space at an off-site location for Parks operations during construction. No services related to temporary accommodations are required.

Parks Department Maintenance Building: This project will also include a new Parks department maintenance structure to replace the structure being removed to accommodate the Indoor Recreation and Aquatics Center. The design, budget and location of this maintenance structure will be determined during the next phase of planning.

Cost/Funding: Perkins+Will estimated a cost of \$29-31 million for the building. The City has budgeted up to \$34 million for the total project budget including financing. It is anticipated that the City will sell bonds for this project upon validation of the project budget following the schematic design phase of the project.

Schedule: The City's goal is to begin construction in the spring of 2019, with completion in 2020.

## Services Requested

The City of West Lafayette is looking to contract with an experienced architecture and engineering project team from an established firm(s) to provide the full range of design, bidding and construction administration services. The following is an outline of services to be provided:

### Schematic Design Services:

*In order to establish the scope of work and budget for the project, it is first expected that the Architecture/Engineering team would complete Schematic Design Services. This is expected to include:*

- Programming: Validate programming completed to date
- Floor Plans: Update the preliminary floor plan from the study. Multiple plan options to accommodate the general intent of the Viability Study will be reviewed.
- Exterior Elevations: Prepare alternatives and final recommendations for the exterior appearance of the building.
- Site Plans: Prepare updated layout alternatives and provide final recommendations for site improvements to provide outdoor space, Parking and noted site amenities.
- Graphics: Provide illustrative plans and interior/exterior renderings as visualization tools.
- Coordination with Construction Manager: The Architecture/Engineering team is expected to work collaboratively with the Construction Manager in reviewing preliminary cost estimates and in the completion of value engineering exercises as necessary to meet the target budget. Final deliverables for this phase should reflect the project budget.
- Coordination with Owner's Representative: The Architecture/Engineering team is expected to work cooperatively with the Owner's Representative in the coordination of services relative to the project.

### Construction Documents Phase Services

It is expected that the Architecture/Engineering team would include full services needed to complete the project including the following disciplines:

- Architecture
- Interior Design
- Structural Engineering
- Civil/Site Engineering
- Landscape Architecture
- Mechanical/Electrical/Plumbing Engineering
- Aquatics Design
- Furniture Selection

### Bidding Phase Services

It is expected that the Architecture/Engineering team would include full services to answer bidder questions, attend pre-bid meeting(s), issue addenda and review bids received for the project.

Construction Administration Services

It is expected that the Architecture/Engineering team would include services to review submittals, respond to RFI's, issue clarifications, complete periodic site visits, prepare a punch list and related work.

## Submittal Requirements

Eighthard copy responses and a PDF version on a flash drive shall be submitted by 8:30am (EDT) on August 15, 2018. ***Documents received following that date and time will not be considered.*** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

West Lafayette  
Cumberland Park Indoor Recreation and Aquatics Center  
Statement of Qualifications for  
Architecture/Engineering Services

Responses are to be sent to:

City of West Lafayette  
Department of Development  
Attention: Redevelopment Commission  
222 N. Chauncey Ave.  
Room 102  
West Lafayette, IN 47906

The submittal shall include the following components, submitted in this order. The total submission shall not exceed 25 pages.

1. Cover Letter
2. Firm Background – including lines of service, general approach to projects
3. Project Team
  - a. Include brief resume for each team member including their role in the project, firm and date of employment.
  - b. Include client's main point of contact.
  - c. Identify percentage of time each individual will commit to the project.
  - d. Identify hourly rate of each individual.
  - e. Identify individuals or firms responsible for architecture, civil engineering, structural engineering, interior design, landscape architecture, aquatics and mechanical/electrical/plumbing engineering.
4. Similar Projects Completed
  - a. This should document the firm's experience on recreation and aquatics projects of similar size and complexity.
5. References
  - a. Provide a minimum of three client references with contact information.
  - b. Provide a minimum of three references from construction management teams you have worked with on a CMc project.
6. Project Approach – This should include responses to the following:
  - a. Indicate your approach to achieving a green and sustainable project.
  - b. Describe your approach for considering LEED or LEED equivalency for the project.
7. Project Scope of Work
8. Project Schedule (Gantt Chart)
9. Certificate of Insurance requirements satisfied as listed in the Bonds and Insurance section.

#### 10. Acknowledgements

- a. Acknowledge firm capacity to complete this project per the schedule submitted.
- b. Acknowledge verification of receipt of all addendums to this posting.
- c. Acknowledge ability to meet requirements of Standard Contract terms included at the end of this posting.

This submittal should not include a cost/fee proposal. However, the City may request short-listed firms provide a separate fee proposal be at the time of an interview.

## Bonds and Insurance

Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.

Construction Manager as Constructor shall maintain the following minimum insurance:

#### **Commercial General Liability (Occurrence Form)**

- |  |             |
|--|-------------|
| ○ Each Occurrence  | \$1,000,000 |
| ○ Products/Completed Operations Aggregate                | \$3,000,000 |
| ○ General Aggregate (other than Prod/Comp Ops Liability) | \$3,000,000 |
| ○ Personal & Advertising Injury Liability                | \$1,000,000 |

*Name The City of West Lafayette, Indiana and Owner's Representative as an Additional Insured.*

#### **Architectural Liability or Contractor's Professional Errors & Omissions**

Architectural plans require architect's errors and omissions liability with a limit of \$1,000,000  
Construction Manager shall carry Contractor's Professional Errors and omissions with a limit of \$1,000,000

#### **Automobile Liability**

- |                         |             |
|-------------------------|-------------|
| ○ Combined Single Limit | \$1,000,000 |
|-------------------------|-------------|

*Name The City of West Lafayette, Indiana and Owner's Representative as an Additional Insured.*

#### **Workers Compensation and Employer's Liability**

- |                             |                         |
|-----------------------------|-------------------------|
| ○ Workers Compensation      | State Statutory Limits  |
| ○ Employer's Liability      |                         |
| ▪ Bodily Injury by Accident | \$500,000 Each Accident |
| ▪ Bodily Injury by Disease  | \$500,000 Policy Limit  |
| ▪ Bodily Injury by Disease  | \$500,000 Each Employee |

#### **Umbrella Liability**

- |                                 |             |
|---------------------------------|-------------|
| ○ Each Occurrence and Aggregate | \$4,000,000 |
|---------------------------------|-------------|

*Name the City of West Lafayette, Indiana and Owner's Representative as an Additional Insured*

***All coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.***



## Additional Notes and Requirements

- The City may invite one or more firms for an interview. Interviews would be conducted between September 4 and September 14, 2018. Firms invited for an interview may be invited to submit a formal fee proposal. At the interview, the City's expectation is to meet with the actual team to be assigned the project, including the project manager.
- Selected consultant will be required to furnish an agreement containing the provisions attached at the end of this Request for Statement of Qualifications. The firm's ability to meet these terms shall be acknowledged in the Statement of Qualifications.
- The Redevelopment Commission has established a 10 percent goal for participation in the overall project by minority/women/veteran owned businesses. Firms certified as minority/women/veteran owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.
- While the City went through a RFQ process for the Viability Study phase of the project, the design phase is considered a separate project requiring different skills and experience. All firms are open to submit for this phase of the project.
- The evaluation committee will consist of:
  - Mayor John Dennis
  - Kathy Lozano
  - Linda Eales
  - Tim Clark
  - Larry Oates
  - Erik Carlson
  - Erin Easter

## Questions and Clarifications

In order to provide an equal opportunity to meet and communicate with the evaluation committee, the City will only answer written questions submitted by email during the RFQ period. Verbal inquiries shall not be made to City or selection committee representatives.

Questions shall be submitted to:

Erik A. Carlson  
Director of Development  
City of West Lafayette  
[ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov)  
Subject Line: "Rec Center Architect Q&A"

Questions must be emailed by August 3, 2018 at 4:30pm (EDT). If clarifications or corrections need to be issued to this RFQ, an addendum with all questions and responses will be posted to the City website at by August 8, 2018 at 8:30 am (EDT) at this link:  
<http://www.westlafayette.in.gov/departments/division.php?structureid=44>

## City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

### Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

### Engaging in Activities with Iran

By signing this Contract, **[Selected Respondent]** certifies that it is not engaged in investment activities in the country of Iran as set forth in I.C. 5-22-16.5.

### E-Verify

**[Selected Respondent]** shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate

its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

### Non-Discrimination

**[Selected Respondent]** agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

### Americans with Disabilities Act Requirements

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA (Americans with Disabilities Act) Standards for Accessible Design applicable to new construction and alterations for facilities. In addition, the City adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011. The City adopted these regulations in December of 2011.

For facilities located within the right of way, including new construction and alterations, minimal standards shall be in accordance with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) as published July 26, 2011. These standards must be met for covered project elements.

It is the intent and goal of the city to ensure that all new construction within the city of West Lafayette shall comply with all applicable accessibility and non-discriminatory guidelines including the ADA and PROWAG guidelines.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and The Architectural Barriers Act (ABA) standards and guidelines must be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to be in violation or non-compliance with any portion of these technical requirements, standards and guidelines will not be issued a Certificate Of Occupancy from the City until all applicable requirements have been met.

CITY OF WEST LAFAYETTE  
NON-COLLUSION AFFIRMATION

**STATE OF INDIANA**  
**COUNTY OF: TIPPECANOE**

**SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, \_\_\_\_\_, who acknowledged the truth of the statements in the foregoing affirmation on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
(written) Notary Public

\_\_\_\_\_  
(printed)

County of Residence: \_\_\_\_\_